

**Project Name:** \_\_\_\_\_ **Project Number:** \_\_\_\_\_  
**CFLHD Project Manager:** \_\_\_\_\_ **A/E or Hwy Design Mgr:** \_\_\_\_\_  
**Originator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The 100% Development Checklist is independent of the other checklists and the use of capitalization will not be applied.

100% DEVELOPMENT CHECKLIST	4R Projects Only	ORIGINATOR (Initials)
Originator: "INITIAL" in block to indicate those elements completed, including incorporation of data, place an "I" in the block to indicate those elements that are incomplete, or write "N/A" to indicate those elements not applicable to the project. Resubmit the checklist as necessary until all applicable activities are complete.		
<b>DELIVERABLES</b>		
95% Comment and Response Tracking form		
<b>Design Data package suitable for archiving</b>		
<i>Compile the following into a separate deliverable package: (Furnish one copy of the following)</i>		
100% Plans – all sheets stamped and signed by responsible engineer		
100% Specifications – cover page stamped and signed by responsible professional		
100% Cost Estimate		
Final unit price analysis		
Copy of the quantity calculations along with supporting documentation		
Computer generated quantities – provide the computational logic, formulae, and input data used to generate the quantities		
Design Data Book – containing all information documenting the scope, environmental, location, and design consideration involved in the development of a construction project. The book will contain all of the information listed for the Project Engineer's Notebook and all other pertinent project development information. Use index dividers to separate sections of information.		
Final Design Technical Memorandum		
Final Right of Way Deliverables (provide only when not previously furnished)		
Final Right of Way Plans		
Original "red-line" hard copies		
Copies of all records, plats, deeds, certificates and other research		
Temporary Construction Easement descriptions		
A summary report describing the file naming convention, the contents of each file, any reference files attached to the design file, their respective logical names, a brief description and a listing of any saved views		
A summary report briefly describing what was done, if anything, to finalize the location of the property lines		
Copies of all correspondence, faxes to all interested parties other than FHWA and phone logs of all telephone calls		
Project Agreement		
Environmental Clearance (CE, EA, or EIS)		
Highway Design Standards form (signed)		
Right-of-Way Certification and Right-of-Way Agreements		
Right-of-Entry (US forest Service Letter of Consent)		
Utility Agreements		
Final Value Engineering Utilization report, if applicable		

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Final construction schedule (CPM)		
Permits		
404 Permit (Individual or Nationwide)		
401 Permit		
Final National Pollution Discharge Elimination System Permit (NPDES)		
Notice of Intent (NOI)		
Storm Water Pollution Prevention Plan (SWPPP), as appropriate		
1601 Lake/Streambed Alteration Agreement		
Encroachment Permit		
Surface Mining Reclamation Act (SMRA)		
State Lands Commission (ROW for navigable waterways)		
Other: (Any additional items to be included in SCRs)		
Compact disk (A/E only) – index CD for easy of use		
Microstation design files (includes right-of-way files)		
Other Right-of-Way documents (i.e., legal descriptions)		
Geopak design files		
All Geopak input, ASCII reports, and all other design files including .gpk and .tin files, including a description of the input file usage.		
Provide a listing and description identifying the use of the individual design components (i.e. chains, profiles) contained within the .gpk file. Also, provide a listing and description of input file usage.		
Specifications		
Earthwork reports		
Staking data		
Electronic spreadsheet files developed for design and computation of quantities.		
Cost Estimate		
A summary report describing the file naming convention, the contents of each file, any reference files attached to the design file, their respective logical names, a brief description and a listing of any saved views		
Electronic copies of correspondence (i.e., letters, memos, emails)		
<b>Design Data required by CFLHD Contracting Branch necessary for advertising</b>		
<i>Compile the following into a separate deliverable package: (Furnish one copy of the following)</i>		
<b>PS&amp;E Advertisement Checklist</b> (completed) Furnish one copy of the following with the checklist, unless otherwise noted:		
100% Plans – all sheets stamped and signed by responsible engineer		
100% Specifications – cover page stamped and signed by responsible professional		
Permits		
404 Permit (Individual or Nationwide)		
401 Permit		
NPDES Permit (Notice of Intent)		
1601 Lake/Streambed Alteration Agreement		

<b>100% DEVELOPMENT CHECKLIST</b> <div style="text-align: right;"><b>4R Projects Only</b></div> <p><b>Originator: “INITIAL” in block to indicate those elements completed, including incorporation of data, place an “I” in the block to indicate those elements that are incomplete, or write “N/A” to indicate those elements not applicable to the project. Resubmit the checklist as necessary until all applicable activities are complete.</b></p>	<b>ORIGINATOR</b> <b>(Initials)</b>
Encroachment Permit	
Surface Mining Reclamation Act (SMRA)	
State Lands Commission (ROW for navigable waterways)	
Other: (Any additional items to be included in SCRs)	
Material Report	
Geotechnical Report	
Earthwork Summary (Geopak earthwork runs)	
Contact Distribution List (on CD)	
Postscript files (on CD)	
Scanned files (on CD)	
Specifications and Cost Estimate (on CD)	
<b>Documents to be included in the Project Engineer’s package</b> <i>Compile the following into a separate deliverable package: (Furnish one copy of the following, unless otherwise noted)</i>	
<b>Project Engineer’s Notebook Checklist</b> (completed)	
<b>Project Engineer’s Notebook</b> (index for ease of use)	
Table of Contents	
Correspondence	
Phone, mail listing, and principal contacts for:	
Federal Highway Administration (FHWA)	
Clients(s) (Park Service, Forest Service, County, etc.)	
Other (specify)	
All correspondence (includes e-mail) with those listed above	
Meeting minutes	
Field review memos and trip reports	
Other correspondence (specify)	
Agreements	
Project Agreements	
Owner Agreements	
ROW and easement agreements	
Utility agreements	
Material source agreements	
Cooperating agency agreements	
Other agreements (specify)	
Contract	
Conformed copy of Contract with addenda (FHWA to provide)	
Conformed Plans (FHWA to provide)	
Environmental documents (including permits)	
Geotechnical reports (two copies)	

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Pavement reports (two copies)	
Bulletin board information (FHWA to provide)	
Design	
Special consideration narrative (PE memo)	
Quantity support calculations	
Design files on CD	
Earthwork report (Two hard copies of each report)	
Right-of-Way plans, if not included in Plans	
Staking data (Two hard copies of each report/listing and copy of each file on CD)	
Horizontal alignment listing	
Vertical alignment listing	
T-point coordinate and elevation listing in ASCII format	
Slope Stake report	
Clearing report	
Seeding report	
XYZ reports for grade finishing stakes (red)	
XYZ reports for grade finishing stakes (blue)	
XYZ reports for grade finishing stakes (other, specify)	
Superelevation input file	
Note - Insert a labeled divider in the Project Engineers Notebook binder for items that are provided by FHWA and are not available at time of 100% submittal.	